Assistant Stage Management Apprentice

EXPERIENCE | TRAINING | COLLABORATION

Ensemble Theatre Cincinnati (ETC) is an Equal Opportunity Employer and does not discriminate against employees or applicants for employment on the basis of an individual’s race, color, gender, religion, creed, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status, or any other status protected by applicable law. ETC believes diverse ideas, backgrounds, cultures, and traditions enrich the quality of our programs and strengthen our organization and mission. We are committed to recruiting an inclusive community of artists and administrators who reflect our world; fostering diversity, equity, inclusion, and access in all aspects of our work; and actively striving to be an antiracist theatre. ETC encourages applications from qualified individuals with intersectional perspectives and life experiences, especially those underrepresented in the theatre field.

Job Title: Assistant Stage Management Apprentice

Ensemble’s Apprentice Company is valued for their essential role in the organization’s operations and mission. It is very important to us that applicants are well informed about our apprentice program, this position, and our theatre, so please do not hesitate to ask questions.

Dates: August 2024–July 2025

The ASM Apprentice will onboard with orientation in mid-August 2024, and the position concludes with the closing of the Professional Acting Apprentice Company’s show at the beginning of July 2025. Work hours for this role will vary based on the dynamic rehearsal and performance schedules of a theater, which often includes weekends and evenings.

Position Summary

The ASM Apprentice will take on the title of 2nd ASM as listed in the playbill alongside other apprentice crew members. The 2nd ASM attends and assists through rehearsals and the full run of the productions. Under the training, mentorship, and supervision of the Production Stage Manager, Costume Shop Manager, and the Wardrobe Supervisor, the ASM Apprentice’s primary duties include a wardrobe focus: taking notes and tracking wardrobe elements in rehearsals; being on book; aiding in quick changes; doing laundry; and running wardrobe as part of a small wardrobe team during performances. The ASM Apprentice reports directly to the Production Stage Manager, Costume Shop Manager, Wardrobe Supervisor, the 1st ASM, and the Director of Apprentice Programming.

Vaccination Policy

Ensemble Theatre Cincinnati requires employees to be fully vaccinated against COVID-19. Documentation of vaccination status must be provided if an offer of employment is made. Employees are also required to maintain full vaccination status against COVID-19 and its variants with routine immunization and/or booster shots as stipulated by current and future CDC and Actors’ Equity Association guidelines.

Essential Functions

- Acquire working knowledge of the scripts by reading the scripts, costume plots, etc.
- Create paperwork including tracking, check-in/out sheets, run sheets, and laundry sheets
- Attend rehearsals as scheduled
- Be on book during rehearsals and take line notes
- Must be available for ALL dress rehearsals, previews, and performances
- Anticipate supply needs and inform the Costume Shop Manager and Wardrobe Supervisor
- Prepare presets, dressing rooms, and quick-change spaces with the Wardrobe Supervisor, including load-in
- Keep dressing rooms and laundry areas clean, organized, stocked, and safe at all times
- Check-out/in, iron, steam, and prep costumes prior to half hour
- Be available to help actors during preshow, intermission, and after the show
- Plan, delegate, coordinate, and execute presets and costume changes with Wardrobe Supervisor, actors, and wardrobe crew
• Communicate any costume and wig repairs, maintenance, and concerns with the Stage Manager and the Wardrobe Supervisor that occur during the run of a performance
• Report any maintenance needed that is beyond normal day-to-day notes
• Coordinate dry cleaning on a weekly basis
• Maintain integrity of the costume designs, making no changes or large alterations without consulting the Costume Shop Manager
• Respond quickly and communicate efficiently to requests or questions from the Stage Manager, 1st ASM, Wardrobe Supervisor, and Costume Shop Manager
• Have a knowledge of Actors’ Equity Association regulations and compliance to those protocols
• Clean and strike all costumes and accessories with the Costume Shop Manager and Wardrobe Supervisor

Required Skills and Experience
• Intermediate knowledge and experience with an emphasis in stage management
• Basic knowledge of Actors’ Equity Association rules, guidelines, and resources
• Excellent organizational skills
• Effective communication skills
• Comfortable with fast problem solving and repairs
• Comfortable using an industrial gravity feed iron
• Can retain a calm presence during quick changes
• Willingness to learn more about wardrobe

Work Environment and Physical Demands
• Ability to lift, carry, push, and pull 30 to 50 pounds
• Ability to climb stairs multiple times a day
• Ability to sit and stand for extended periods of time
• Ability to work in low light/dark settings
• Occasional stooping, kneeling, and crouching
• Digital dexterity and hand-eye coordination

In addition to the duties listed above, ETC expects the following of each employee: adheres to ETC policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in ETC events as needed or required; and completes other duties as assigned.

Compensation
A reasonable schedule and fair pay is important to us. The ASM Apprentice receives an above-minimum, livable hourly wage or weekly rate for hours worked as much as or above the current livable wage rate for the area. Further details will be discussed in the interview process.

Application window is open December 15, 2023–March 15, 2024.
To apply, visit https://ensemblecincinnati.org/about/apprentice-program/ to submit the online application and upload your cover letter and résumé, and list your two references. Following receipt of your application, we may contact you for an in-person or Zoom interview. No phone calls, please, but applicants may email any questions to apprentice@ensemblecincinnati.org.